

**Open to:** All Georgian Students  
**Position:** Intern in Center for Disease Control (CDC) – 1 position  
**Opening date:** April 19, 2012  
**Closing Date:** May 3, 2012  
**Work Hours:** Part-time, 20-30 hrs per week  
**Length of Hire:** 6 months

*NOTE: All information and statements submitted for an internship vacancy are subject to verification. Any willful misstatements will result in elimination for internship consideration, and if the individual is hired, subject to immediate termination irrespective of the length of internship.*

**IMPORTANT NOTICE:**

**This is NOT an offer of Federal Employment;  
There will be NO benefits;  
There will be NO COMPENSATION;**

**MAJOR DUTIES AND RESPONSIBILITIES:**

Administrative Assistant reports to Chief of US CDC Georgia Country Office and is responsible to provide administrative support to the US CDC Georgia Country Office. Main duties include overseeing and managing all office procedures and other tasks, i.e.:

1. Provide administrative support for US CDC Georgia Country Office Resident Advisors and Staff to include but not limited to: travel arrangement, transportation, drafting correspondence, Memos and other documentation ;
2. Coordinate Office equipment / facilities maintenance and material supply for the office;
3. In cooperation with Embassy GSO staff Coordinate purchase of material and timely flow of invoices and documentation;
4. Providing Translation of documents, letters and small meetings when required;
5. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing, maintain hard copy and electronic filing system;
6. Setup and coordinate trainings and meetings/Provide Logistic Support for Visitors and Trainees;
7. Carry out duties of sub-cashier for Petty Cash;
8. Monitor Program Budget, Assist in preparation of incurring costs and budget requests;
9. In cooperation with Embassy FMO insure financial support for Program Activities;
10. Other duties as assigned;

**QUALIFICATIONS REQUIRED:**

- Must be an undergraduate student at any higher education institution in Georgia and be advanced in his/her studies towards a university degree with a major including but not limited to: Public Administration, International Relations, Journalism, Linguistic, Humanitarian studies;
- English Level - Advanced; Russian Level - Intermediate; Georgian - Fluent;
- Basic Arithmetical skills;
- Knowledge of MS Office Suite. Duties require very good verbal and written communication and fast typing skills.

**TO APPLY:**

Interested applicants for this position must mail or fax the following to HR Office:

- (i) Resume / CV (in English);
- (ii) Statement of Interest (in English);
- (iii) Written permission on internship from university/graduate school (preferable in English);
- (iv) Letter of recommendation (preferable in English);
- (v) Transcript of academic studies (preferable in English);

*US Embassy*

*Announcement Number 19/12*

*Tbilisi, Georgia*

**MAIL APPLICATION TO:**

Human Resources Office  
11 George Balanchine Street  
Tbilisi, Georgia  
Zip Code: 0131  
Fax: (995-32) 277707

**E-mail** [HROTbilisi@state.gov](mailto:HROTbilisi@state.gov)

All applications must have the **Position Title** identified.

**Closing Date for this position is: May 3, 2012**  
**Embassy Tbilisi is an Equal Opportunity Employer**

Matthew Werner  
Management Counselor